

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION



ANNUAL REPORT 2002

NARA staff across the country care for the records in their custody and help the members of the Government and the public at large to gain access to them. The people pictured on our cover are:

Row 1 *Steve Puglia (National Archives at College Park, MD, photo by Roscoe George), Thedra Freeland (National Archives Building, Washington, DC, photo by Earl McDonald), Gabriel Daniels (JFK Library, Boston, photo by James B. Hill)*

Row 2 *John Ferrell (Seattle regional archives, photo by Jeff Benson), Vurniece Jackson (Dayton records center, photo by David Cornelisse), Mark Beveridge (Truman Library, Independence, MO, photo by Ed Autry)*

Row 3 *Michelle Frauenberger (FDR Library, Hyde Park, NY, photo by Ann Marie Gleeson), Diane Thomas (Eisenhower Library, Abilene, KS, photo by Robert Paull), Allen Johnson (National Archives at College Park, MD, photo by Roscoe George).*

What is the National Archives and Records Administration?

The National Archives and Records Administration (NARA) is our national record keeper. An independent agency created by statute in 1934, NARA safeguards records of all three branches of the Federal Government. NARA's mission is to ensure that Federal officials and the American public have ready access to essential evidence—records that document the rights of citizens, the actions of government officials, and the national experience.

NARA carries out this mission through a national network of archives and records services facilities stretching from Washington, DC, to the West Coast, including Presidential libraries documenting administrations of Presidents back to Herbert Hoover. Additionally, NARA publishes the Federal Register, administers the Information Security Oversight Office, and makes grants for historical documentation through the National Historical Publications and Records Commission.

NARA meets thousands of information needs daily, ensuring access to records on which the entitlements of citizens, the credibility of government, and the accuracy of history depend.

“Many people know about the Constitution and the Declaration of Independence... but few know the treasures held in the millions of feet of film, in the countless maps, and pictures, and letters... Story after story is revealed from the work that is accomplished every day at the Archives—the incomparable truths, all telling and retelling what is the essential American journey.”

CHARLES GUGGENHEIM

(1924–2002)

President Emeritus, Foundation for the National Archives

Academy Award-winning filmmaker

National Archives customer



*“Immigrants Landing at Ellis Island,”
ca. 1900. (90-G-22D-42)*

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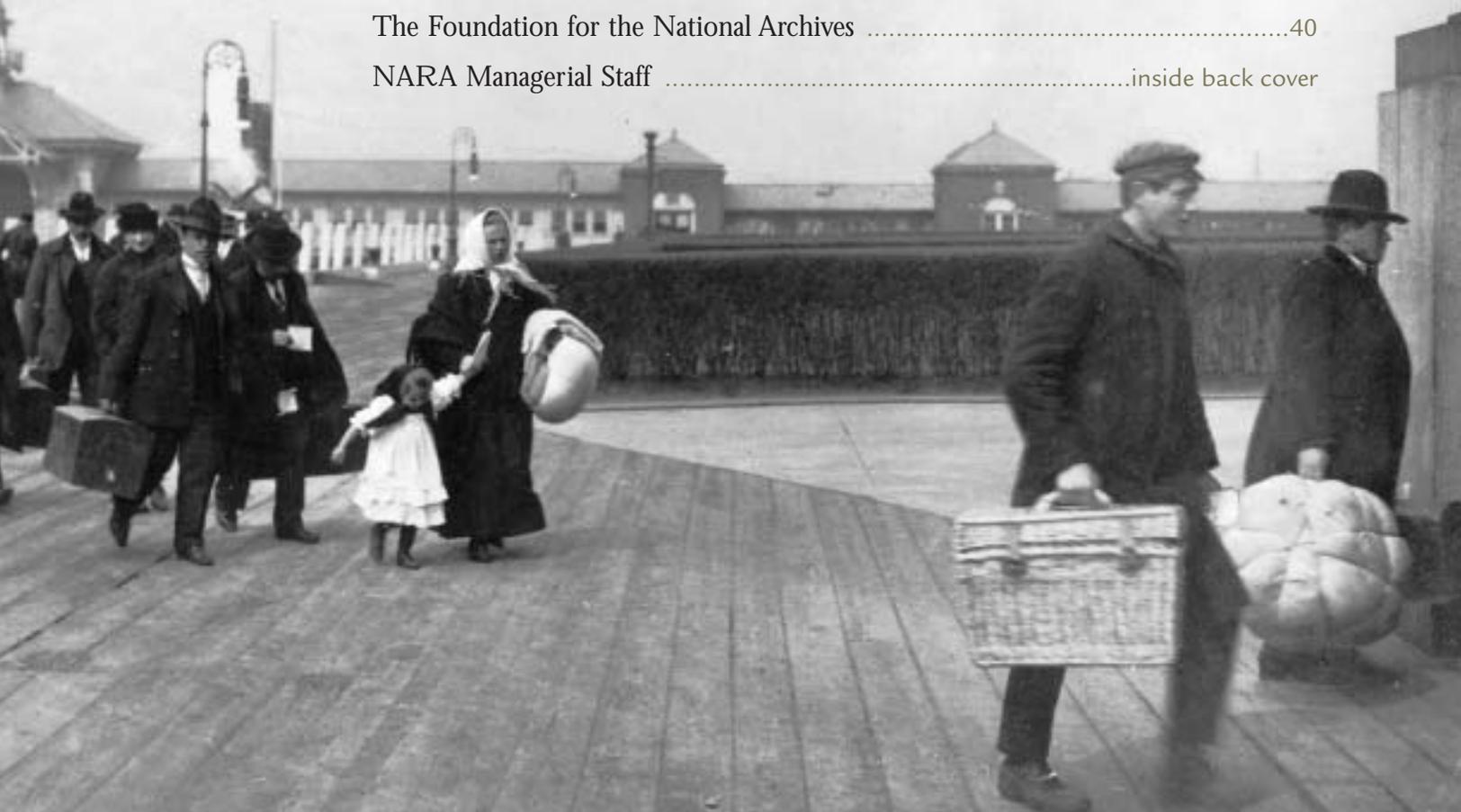
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The Work We Do Is Vital to Our Democracy

In a democracy, records matter.

For more than six decades, the National Archives and Records Administration has preserved and provided access to the records of the Federal Government for the American people. Without these records, we would not know or be able to understand our past. We would not be able to hold our elected officials accountable for their actions. We would not be able to claim our rights and entitlements. Without these records, we would no longer live in a democracy.

Our history and our rights are found not only in Constitutional amendments and Presidential proclamations, but also, for example, in veterans records of those who fought for our rights and immigration records of the people whose dreams have shaped our country. These records are as essential to the functioning of our democracy as the Bill of Rights.

In this report of the last year, you will find information on how we continue to ensure that the records we hold are preserved and available to you. For example, we continued the renovation of the National Archives Building and are preparing to launch a new, one-of-a-kind visitor experience—the National Archives Experience. We advanced the development of the Electronic Records Archives, which will enable us to preserve electronic records far into the future. We worked hand-in-hand with other Federal agencies to make strides in electronic Government initiatives and to redesign Government records management.

We worked closely with the Administration on the E-Government initiative, which is aimed at making it easier for citizens to receive high-quality service from the Federal Government, while reducing the cost of delivering those services. We moved forward construction projects at our facilities across the country that will allow us to better serve visitors to our regional archives and Presidential libraries. We opened the 1930 census records to patrons eagerly awaiting access to this information. And in everything we did, we strove to provide top-notch service to all our customers, especially the American public.

Every day, our employees work to advance the initiatives mentioned above and also perform the day-to-day tasks that allow us to provide ready access to the essential evidence of our Government. Staffers assist researchers in locating information, welcome visitors to the Presidential libraries, help Federal agencies manage their records, painstakingly preserve historic documents, and respond to hundreds of requests for specific records. They build partnerships to advance research into solutions for preserving electronic records, test and troubleshoot new systems designed to make more information accessible online, and develop and maintain web sites that bring the National Archives to the public. They fill the requests of veterans for copies of their service records, listen to audiotapes of voices from the past, and teach schoolchildren and adults alike the legacy of the Americans who came before us. Each day they do a job that is vital to the functioning of our Government.

At the National Archives and Records Administration, we work to ensure that anyone can have access to the records that matter to them. That is our mission, and our pledge to you, the American people.



John W. Carlin
*Archivist of the
United States*

A handwritten signature in cursive script that reads "John W. Carlin".

Records Tell the Stories of America

In a democracy, records matter.

The records held by the National Archives and Records Administration document our history as a nation and are the original sources of the American Story.

You can see the soul of America in the Declaration of Independence, the Constitution, and the Bill of Rights.

You can see the passion of America in the arrest warrant of Susan B. Anthony, issued when she illegally cast a ballot in the 1872 Presidential election, and in the official program of the 1963 March on Washington where Martin Luther King made his famous “I Have a Dream” speech.

You can see the genius of America in Thomas Edison’s patent application for the light bulb and the drawings of the Wright Brothers.

You can see the great lessons of America in the order to relocate Japanese Americans during World War II and the Supreme Court decision of *Brown v. Board of Education* that ruled that racial segregation in the public schools was unconstitutional.

Finally, you can see the heart of America in the manifests of immigrant ships landing at Ellis Island and the military records of the men and women who served our country in the armed forces.

These are all the stories of our American democracy, and these stories are told through the records of the National Archives. It is the birthright of every American to have access to the records of their country and to explore for themselves the richness of our shared heritage.

Before the exhibit hall at the National Archives Building was closed for renovation in July of 2001, almost one million people a year came to see the Declaration of Independence, Constitution, and Bill of Rights. Many stood in awe as they read the very words penned by our forefathers so long ago, but too often left without an appreciation for the stories of America tucked away elsewhere in the building. This realization gave rise to an exciting and compelling new project—The National Archives Experience.

The National Archives Experience is, in essence, a journey through the history of America and its struggles and triumphs. Featuring “public vaults” that will permit visitors to experience more of our heritage as well as better understand the richness of the Archives, the Experience will share the story of our country with all who visit. (You can read more details of the National Archives Experience on page 16.)

As the dust begins to clear on the National Archives renovation, and the walls of the new exhibit area go up, the Foundation for the National Archives is committed to making this project not only a success but an experience that visitors will long remember. We believe that the National Archives Experience can have the power to teach us how our nation’s past can become a living instrument for directing our nation’s future. The challenge—and the opportunity—for all of us is to build a tribute to the American spirit that is reflected in the records of our nation. I hope you will join us on this journey.



Tom Wheeler
President of the
Foundation for the
National Archives

A handwritten signature in dark ink, appearing to read "Tom Wheeler". The signature is fluid and cursive, with a long horizontal line extending from the start.



NARA:

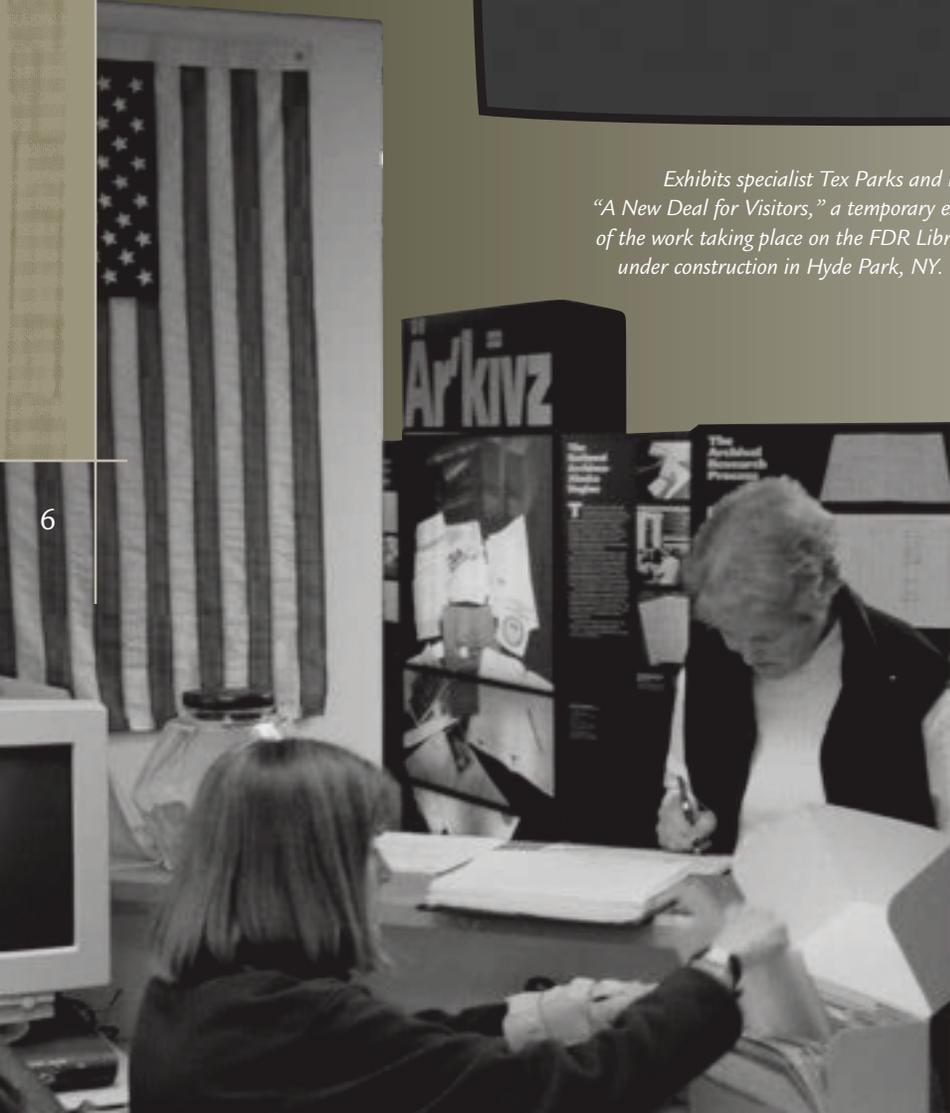
On May 31, 2002, NARA's web site got a new look and a new name: www.archives.gov.



Exhibits specialist Tex Parks and museum aid Jerry Kolenda update "A New Deal for Visitors," a temporary exhibit that keeps visitors informed of the work taking place on the FDR Library's new visitors' center currently under construction in Hyde Park, NY. (Photo by Michelle Frauenberger)

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Judy Petersen, archives technician, answers a request for an Indian school transcript at the reference desk of NARA's Pacific Alaska Region in Anchorage, AK. (Photo by Cody Keim)



Researchers in the Microfilm Research Room at the National Archives Building in Washington, DC, examine the newly opened 1930 population census records. (Photo by Earl McDonald)

PROVIDING HIGH-QUALITY SERVICES TO THE PUBLIC

At the National Archives and Records Administration, serving the public isn't just a part of our official mission. It's a way of life.

We give thousands of researchers access to information and specific records on everything from Presidential decisions to actions of the smallest Government agency.

We find documents for people so they can qualify for Government benefits such as Social Security.

We help families trace their roots back to the early days of our nation by providing census documents from 1790 on.

We show teachers how to tell our nation's story with original documents by giving them historical background and lesson plans.

We take students on tours of our Presidential libraries so they learn not only about the Presidents but the times in which they served.

We help veterans find their military records so they can receive their promised benefits and health care.

We do this in person at 33 locations around the country, on the telephone, and, increasingly, online through our web site, www.archives.gov.

Archivist Gabriel Daniels replaces a box in the stacks of the John Fitzgerald Kennedy Library in Boston, MA. (Photo by James B. Hill)



In the past year, we improved our customer service skills across the board—fulfilling requests for documents more quickly, putting more research tools at your disposal, and providing new and better ways to search our holdings online.

We redesigned our web site, which is becoming a much busier place. About 25 percent of all our services are now available online, and we're increasing the amount of holdings accessible there. Now, we've made it more user-friendly so it's easier for you to find what you're looking for.

Our main page has links to general areas, such as the Research Room, the Exhibit Hall, or Presidential Libraries. Or you can use the drop-down menu in the upper right corner of every page, where there are direct links to several dozen of our most popular pages, such as Genealogy, Veterans' Service Records, *Prologue Magazine*, or Preservation. These links will always be on your screen to ease your navigation from one page to another.

At the National Archives Building in Washington, DC, customer service representative Sonny Ponders interviews a researcher prior to issuing a researcher card. (Photo by Earl McDonald)



Added to our web site this year was our new Archival Research Catalog (ARC), which replaced the NARA Archival Information Locator (NAIL). Now, if you want to do research in our holdings, you can read descriptions of more than 600,000 records on ARC even before you leave your home or office. Eventually, all of the holdings in the National Archives, including the regional archives and Presidential libraries, will be described in ARC.

In addition, we have online finding aids for the 1930 population census, which we opened to the public in April 2002. These finding aids allow you to determine which of the 2,667 rolls of census microfilm you will need to view to see your or your family's entry in the 1930 census. They are accessible at a special online address, <http://1930census.archives.gov>. The microfilm is available in Washington, DC, and at 13 locations around the country.

But research isn't the only thing you can do on our web site.

Because our premier exhibit site, the Rotunda of our National Archives Building in Washington, DC, is closed until September 2003 as part of the renovation of the building, we have improved and expanded online exhibits of some of our most famous holdings.

Now, you can find high-quality images of the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights—online, along with historical information. Also online are versions of our most popular exhibits, "American Originals," "Picturing the Century," and "Treasures of Congress," as well as many exhibits from our Presidential libraries depicting our chief executives and their times.

The Our Documents project, part of a White House history and civics initiative, focuses on 100 milestone documents in American history and is on the web at www.ourdocuments.gov.



Added to our online presence in September 2002 was a special feature called *Our Documents: A National Initiative on American History, Civics, and Service*, part of President George W. Bush's initiative to promote the teaching and appreciation of U.S. history. At its special web site at www.ourdocuments.gov, it focuses on 100 important documents in U.S. history, nearly all of which are in our holdings, and provides aids for teachers to use these milestone documents in their classes.

At our Office of the Federal Register, we also initiated a subscriber service for an online *Federal Register* table of contents and a web site providing access to all Federal rules open for public comment.

While we encourage you to visit us online, we have also improved our services and access to our holdings for those who phone us or visit one of our facilities.

Our staffs at the Presidential libraries have expanded access to more records from their holdings as they released nearly 200,000 pages of previously classified material. At the National Archives at College Park, we released nearly 500 hours of White House tapes from the Nixon administration—the largest release of Presidential tapes we've ever made. And the Reagan Library released 68,000 more pages of documents from the Reagan administration under the Presidential Records Act of 1978.

Overall, we are responding promptly to your requests for information or documents. Last year, for example, when you wrote to us with a request about our archival holdings, 93 percent of the time we responded within 10 working days. And if you made an appointment to come in and look at some records in our holdings, 99.8 percent of the time those records were ready for you.

Our National Personnel Records Center (NPRC) in St. Louis, which has files of U.S. military veterans



Customer service representative Donna Melito registers a researcher at the National Archives at College Park. (Photo by Roscoe George)

dating back to the beginning of the 20th century, has been re-engineering the way it handles requests for those files. During fiscal year 2002, NPRC reduced its backlogged cases by 60,000 and greatly decreased the response time on most requests for copies of a veteran's military separation document (DD 214), which is used to determine eligibility for Government benefits and employment.

And, for the first time, veterans can now submit requests to NPRC through a web-based, interactive inquiry program.

At all our locations we have installed personal computers to give you access to the Internet as part of your research visit. We are also installing a new

Archives aid Sherry Reavis pulls records for a Social Security Administration request at NARA's Pacific Alaska Region in Seattle, WA. (Photo by Jeff Benson)



Archives aids Michael Cooper and Cartrese McElvaine scan the bar codes on the search request forms attached to military service records. This process updates the reporting system to show that these records have been pulled from the stacks of the NPRC and are on their way to the archives technicians who will prepare the replies. (Photo by Norman Eisenberg)

telephone system nationwide to make it easier to connect you to the right staffer when you call one of our locations for assistance.

We're proud of the customer services we provide and the gains we've made in improving them. But don't take our word for it. The *San Francisco Weekly*, for example, cited our Pacific Region archives in San Bruno, CA, as one of the "Best of San Francisco 2002." It recently wrote:

"If all public servants did their jobs half as well as the staffers of NARA, we would be a much more efficient, better informed, and significantly less frustrated citizenry."

That's what we like to hear, as we continue to strive to better serve all our customers.



Archives technician Elizabeth Furimsky arranges naturalization records at NARA's Great Lakes Region in Chicago, IL. (Photo by Mary Ann Zulevic)

To find out more...

- For questions about our holdings or to order a publication or check on the status of an order, call 1-866-272-6272. If you are calling locally, call 301-837-2000. You can also ask questions by email at inquire@nara.gov.
- For information on how to do research at any of our facilities, go to www.archives.gov/research_room/index.html.
- For information about military service and pension records, go to www.archives.gov/research_room/obtain_copies/veterans_service_records.html.
- To visit our improved online Exhibit Hall, go to www.archives.gov/exhibit_hall/index.html.
- To see enhanced, online images of our most treasured documents, go to www.ourdocuments.gov.
- To learn about and subscribe to *Prologue: Quarterly of the National Archives and Records Administration*, go to www.archives.gov/publications/prologue/index.html.

MEETING THE CHALLENGES OF ELECTRONIC RECORDS

For many years, Federal records were created on paper and stored in files and boxes with the National Archives and Records Administration.

But this is the 21st century.

Now, electronic records are created by Government agencies at an astounding rate, challenging us to find ways to manage and preserve them.

To meet these electronic challenges, we are at work on several fronts.

In 2002, we became a key player in E-Government. It's part of President Bush's management agenda aimed at delivering high-quality Government services while reducing the costs of doing so.

We direct one of 24 Government-wide initiatives, the Electronic Records Management (ERM) initiative, which will provide guidance to agencies in managing and transferring to us, in an increasing variety of data types and formats, their permanent electronic records.

During 2002, we enlisted partner agencies, developed a detailed plan for accomplishing our objectives, and issued our first guidance—on transferring email records to NARA.

ERM represents a first step toward achieving Government-wide electronic records management. Its ultimate success is linked to the success of two other NARA strategic initiatives: the Records Management Initiatives (RMI) and the Electronic Records Archives (ERA).

Our RMI seeks to change a records management program that was developed in the 20th century—in a paper environment—but has not kept up with a government that now creates and uses most of its records electronically.

In 2002, based on a recordkeeping report we commissioned and an intensive look at our policies, we developed a proposal for a redesign of Federal records management. It outlines possible strategies to make managing records less burdensome and more effective.

We are now testing several of these strategies, including a way to prioritize records management assistance to agencies based on three criteria: risk to the records, the presence of rights and accountability records, and the presence of permanent records. We're also testing alternative, more flexible ways to approve the preservation or destruction of records.

Our other initiative is the development of the ERA, where the Government's electronic records will be managed, preserved, and made accessible to anyone, anywhere, anytime.

ERA will allow us to implement the results of ERM and RMI. It will also give us the means to preserve and provide sustained access to Federal electronic records of archival value and make it possible for Government agencies to economically store and retrieve temporary records that must be maintained for many years.

In 2001 and 2002, thanks to support from Congress and the Administration, we added the NARA staff and contractors necessary to get the infrastructure of the program in place. They'll have help, too, for over the past few years, we've established partnerships with other Federal agencies, universities, state and local governments, corporations, and other organizations. In 2002 we added as partners the National Institute of Standards and Technology and the National Computational Science Alliance at the University of Illinois.

In 2004 we plan to contract for the design and development of the ERA. The results will be scalable so they can be used by other Federal agencies, state and local governments, libraries, colleges and universities, and historical organizations.

There really is no alternative to responding to the challenges electronic records present. If we don't, they will be lost forever. ERM, RMI, and ERA are helping us meet those challenges.



As electronic records media have changed over the years, so must ways of managing and preserving them. NARA's electronic records initiatives are exploring ways to meet this challenge. (Photo by Steven Puglia)

These and many more cabinets hold official NARA files of approved agency disposition requests. Under the RMI, NARA is examining the process by which agencies request, and NARA approves, the preservation or destruction of records. (Photo by M. Ryan)



While using the Archival Preservation System to copy the contents of an obsolete open-reel magnetic tape onto archival quality tape cartridges, Tuwanna Allen records information displayed on the system's terminal screen. (Photo by Richard Schneider)

To find out more...

- The Electronic Records Management E-Government initiative is described in detail at www.archives.gov/records_management/initiatives/erm_overview.html.
- The Records Management Initiatives are discussed at www.archives.gov/records_management/initiatives/rm_redesign_project.html.
- For complete background on the Electronic Records Archives program, go to www.archives.gov/electronic_records_archives/index.html. There are links there to our ERA partners and related information.

FINDING YOURSELF AT THE NATIONAL ARCHIVES

Ready to collect Social Security benefits she had looked forward to for years, Violet Steiding was shocked when she was told she would not get them unless she proved she was a U.S. citizen.

She had been born in Canada but grew up in Washington State thinking she was a U.S. citizen.

So she turned to us. The National Archives and Records Administration (NARA) has in its holdings U.S. census, military, and immigration records; passenger lists; pension files; and many other records used in genealogical research.

Her first stop was the Reagan Library in Simi Valley, CA, a NARA facility only a few minutes from her home.

"I was upset to the point of hysteria," Steiding recalled. The library referred her to NARA's Pacific Region records services facility in Laguna Niguel, CA, where our staff went to work on her case.

Both Steiding's parents' families came from Russia to the United States in the early 1900s and settled in North Dakota, so a call was placed to our Rocky Mountain Region in Denver, then to our Central Plains Region in Kansas City, MO, then to the North Dakota Historical Society.

The society's records showed that Steiding's father's family, Mayer, was naturalized in 1905, with her father, August, then a child, as a "derivative" naturalization. Her mother's family, Wagner, moved on to Canada, becoming Canadian citizens. Steiding's mother had married her father in North Dakota in 1920, but she was called to Canada in the 1920s to help with a family illness. Steiding's father and two brothers eventually followed, and five more children, including Violet, were born in Canada.

Our Pacific-Alaska Region in Seattle, asked to determine Steiding's family's return entry into the

United States, worked with our Old Military and Civil Records unit in Washington, DC, which has border admission records. They showed that her mother and father's entry had been through Blaine, WA, in September 1941 and that her mother had become a U.S. citizen in 1920 by marrying her (naturalized) father—a route to citizenship permitted until 1922.

That gave Steiding the proof that she was a U.S. citizen because both her parents were.

"The people at the Archives were wonderful to me," she said later.

"They're worth every penny that they're paid."

Steiding's case allowed us to tap into our vast holdings of records nationwide that trace the lives of individuals and families, and in 2002, we made more of those records more accessible to Americans.

On April 1, 2002, we opened the 1930 population census in our research rooms around the country. Interest was so great that researchers arrived at midnight March 31 at some locations.

The 1930 census provided a snapshot of America at a pivotal point in history, as the Roaring Twenties was ending and the Great Depression was beginning.

We also made progress in our 5-year project to microfilm and make available nationwide the records of the Bureau of Refugees, Freedmen, and Abandoned Lands, a major source of genealogical information for African American families. So far, records for the District of Columbia, Florida, Alabama, and Arkansas as well as marriage records that were in the bureau headquarters are now available.

Helping people like Violet Steiding and others looking for information about their family trees are daily occurrences at our facilities nationwide. And we are just delighted to accept Steiding's "great big hug and thank you!"



*Violet Steiding with her daughter, Sharyl, whose Internet search led to NARA, which helped Steiding document her U.S. citizenship.
(Photo by Dean Steiding)*

(Right) A major project during FY 2002 was the effort to preserve Freedmen's Bureau records.
(Photo by Earl McDonald)



Because census schedules for most of the states were not indexed, to find someone, researchers must know where he or she lived in 1930. Enumeration district maps can help narrow the search.



A researcher scans Soundex index cards, searching for names in the newly opened 1930 census on April 1, 2002, at the National Archives Building in Washington, DC.
(Photo by Earl McDonald)



Volunteers at the National Archives—Northeast Region in Waltham, MA, help researchers find the right roll of 1930 census microfilm.
(Photo by Monika P. Fischer)



A researcher who was first in line at the Laguna Niguel, CA, research room unlocks the cabinets holding the 1930 census microfilm.
(Photo by Randy Thompson)

NAME	SEX	AGE	RACE	MARITAL STATUS	...
...
...
...
...

After 72 years, the public finally got a look at the microfilmed 1930 population census schedules when they were officially opened at NARA facilities across the country on April 1, 2002.

To find out more...

- Our *Guide to Genealogical Research in the National Archives* is available in an extensively revised and expanded third edition. For details, call 1-800-234-8861 or check with NARA publication shops in Washington and College Park or other NARA facilities around the country. (See list, page 38.) For more about our publications, go to www.archives.gov/publications/index.html.
- For more background on the Freedmen's Bureau project, go to www.archives.gov/publications/prologue/summer_2002_freedmens_bureau.html.
- To learn more about the 1930 census and how to get information from it, go to <http://1930census.archives.gov>.

BUILDINGS OF THE FUTURE TO PRESERVE THE PAST

Modern, well-equipped facilities that are safe and accessible for our customers are vital to preserving and making available our nation's records for future generations of Americans.

That's why we at the National Archives and Records Administration (NARA) are upgrading our facilities around the country to provide adequate storage and ensure proper environmental conditions for our holdings.

Our biggest construction project is the \$110 million renovation of the historic 68-year-old National Archives Building, which will house one of the most exciting visitor experiences in Washington, DC.

The Rotunda of the building is being readied for the September 2003 return of the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights—which are now undergoing conservation work before being placed in new state-of-the-art encasements. The Rotunda and new adjacent exhibit space will compose portions of the National Archives Experience, a dramatic and powerful project that will inspire people of all ages to discover and explore the stories and history of America.

We are building new street-level wheelchair-accessible entrances along Constitution Avenue that lead to a new lobby, where people will begin their visit. On the Pennsylvania Avenue side, we are constructing a new research center. The building is also having its systems upgraded or replaced and brought into compliance with Federal accessibility standards.

Meanwhile, we have major construction projects at other facilities around the country.

Near Atlanta, a new Southeast Regional Archives is being built next to the campus of Clayton College

and State University on a site that will also host the new Georgia state archives—the first partnership of a Federal and state archives and a college or university. It will replace the World War II depot in East Point, GA, that now houses our regional archives.

New facilities for our Records Center Program are being built near other centers in Dayton, OH, and Kansas City, MO, and are scheduled to open in 2003.

At the Roosevelt Library in Hyde Park, NY, a new visitors' center, due to open in fall 2003, will house orientation exhibits and a welcoming film, and a renovated library will have more exhibit space. The Ford Museum in Grand Rapids, MI, is adding temporary exhibition space, an education center, and an interactive replica of the cabinet room, scheduled to open spring 2004.

The Eisenhower Library in Abilene, KS, opened a new Presidential gallery and a new cold storage area to preserve historical film. At the Kennedy Library in Boston, the front entry plaza and several roofs were replaced to eliminate leakage problems.

The Reagan Library in Simi Valley, CA, is adding space for a temporary exhibits gallery, a Presidential Learning Center, a conference room, and a new cafe. It's due to open in spring 2004. An expansion at the Truman Library in Independence, MO, has added new galleries, a video theater, and rooms for the new White House Decision Center for students.

The Clinton Library, now being built by the Clinton Presidential Foundation in Little Rock, AR, will become part of NARA when it's completed in 2004.

Just as the records we hold form the foundation of our democratic republic, so too do the brick and mortar buildings in which they are preserved. And in all our facilities nationwide, we are improving security for our holdings, our staff, and our customers even as we provide new and improved ways to study our nation's past.

In FY 2002, construction began on a new entrance to the National Archives at College Park, MD, that will accommodate enhanced security screening. (Photo by Roscoe George)





Facilities manager Mark Jonick views construction of a new wing to the Gerald R. Ford Museum in Grand Rapids, MI. (Photo by Donald Holloway)

NARA broke ground in August 2002 for its new Southeast Region facility in Morrow, GA. This architect's drawing shows what will be the front entrance. (Peck and Peck Associates, Inc.)



A welder works on an area where new elevators will be built in the National Archives Building in Washington, DC. (Photo by Earl McDonald)



Vurniece Jackson, the Dayton records center administrative officer, visits the site of a new 217,000-square-foot facility on Kingsridge Drive, 5½ miles south of the current complex. (Photo by David Cornelisse)

To find out more...

- For the locations, telephone numbers, and web sites of our facilities nationwide, see page 38 or go to www.archives.gov/facilities/index.html on the World Wide Web.
- For more information about the renovation of the National Archives Building and the Rotunda, go to www.archives.gov/national_archives_experience/index.html?page=details_building.
- To learn more about the National Archives Experience, go to www.archives.gov/national_archives_experience/index.html?page=the_experience.

CREATING THE 'NATIONAL ARCHIVES EXPERIENCE'

Over the last 50 years, millions of visitors have climbed the Constitution Avenue steps to the National Archives Building in Washington, DC.

They have made the pilgrimage to the Rotunda to see the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights. They have stood within the same structure where many millions of documents and photographs and films are kept. They have walked only a few yards from where famous authors and filmmakers conduct original research to make American history. They have been just around the corner from the records of their own grandparents.

Nonetheless, these visitors often have only a vague notion of where they are or what discoveries lie just beyond the Rotunda wall.

We're planning to change that by letting visitors see us in a new way. The National Archives Experience will take visitors on a journey from the Charters into the much wider world of the National Archives and Records Administration (NARA) and the human stories that our records tell.

The core of the National Archives Experience is the Rotunda—home of the Charters of Freedom. Since July 2001 the Charters have been off display, undergoing conservation treatment and being installed in new encasements, while the Rotunda has been renovated. The Rotunda will be rededicated, with the Charters in place, on Constitution Day, September 17, 2003.

Surrounding the Rotunda will be something new—the Public Vaults, a permanent, interactive exhibit that takes visitors “inside” NARA. The spine of the exhibit is the Record of America hall, containing dozens of original records—from George Washington's letters to Congress to the first Presidential web site. The hall is being designed to simulate the look and feel of walking through the stacks of the Archives.

Individual vaults, drawing their themes from the Preamble to the Constitution, branch off of the Record of America hall. For example, in *We the People*,

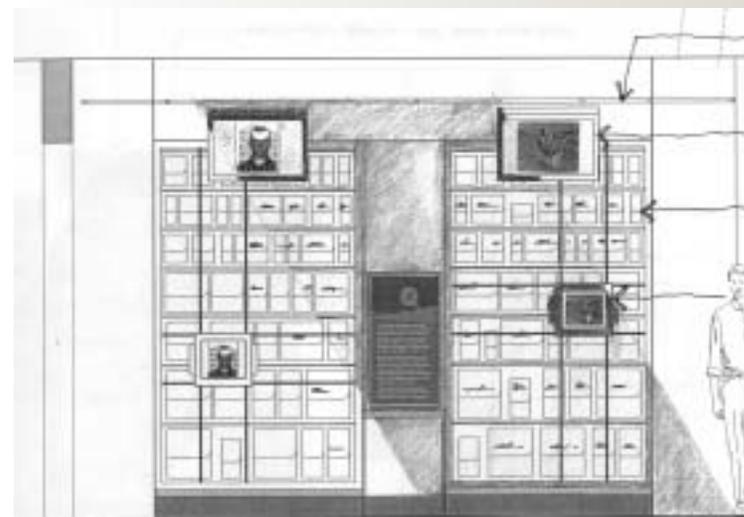
you can turn the panels to find out why NARA may have records of your family. In *To Form a More Perfect Union*, you can hear a congressional debate and cast your vote. In *Provide for the Common Defense*, you might use records to recreate a mini-documentary on D-day 1944.

And the Public Vaults are just the beginning.

The National Archives Experience will also have a new 275-seat theater. By day, it will continuously show a film on the relationship of records and democracy. By night, it will show documentary films—many from our vast film archives—and host debates on public policy. A Special Exhibition Gallery will feature document-based exhibits on timely topics or visiting exhibitions from Presidential libraries and other sources. A Learning Center will help students, as well as their parents and teachers, use our rich resources either through on-site workshops or distance learning.

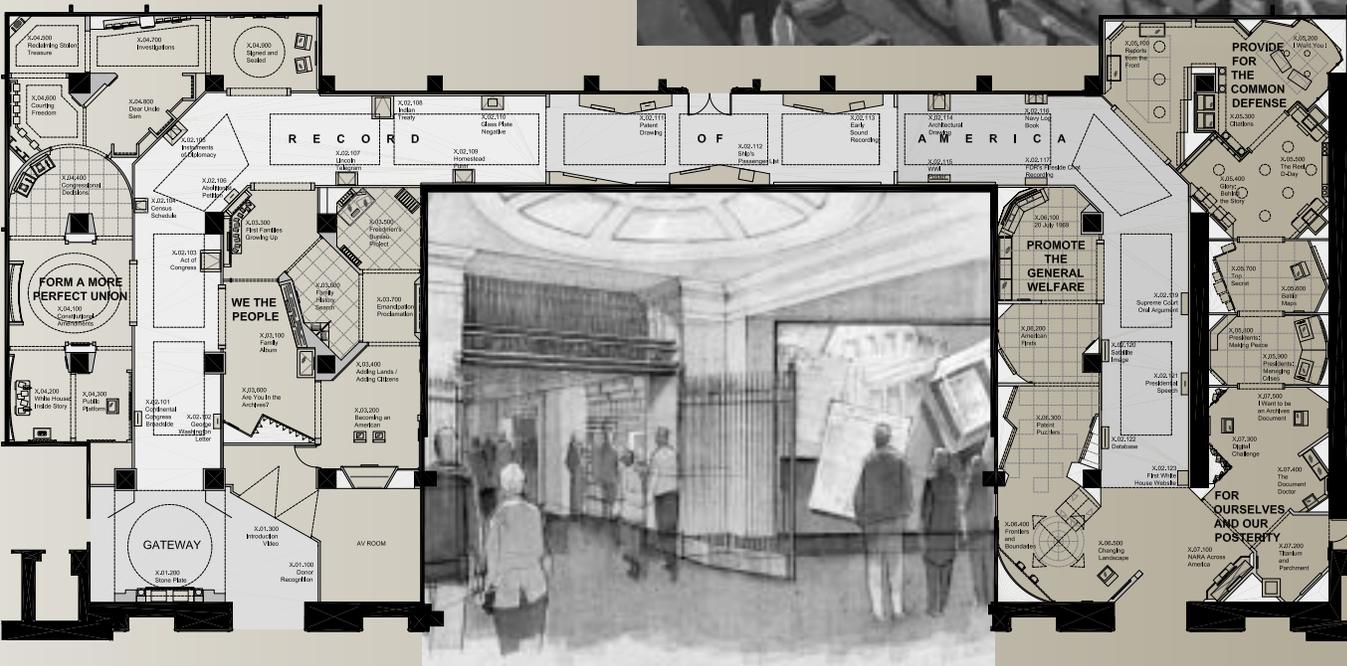
For visitors who cannot come to our building, the National Archives Experience will have a component on the Internet, which will recreate much of the excitement of visiting us in person as well as serve as a link to our important records, many of which can be viewed online.

Regardless of which part of the National Archives Experience makes the most lasting impression on visitors, they will take home a deeper understanding of the importance of records and the way that records of our government, starting with the Charters of Freedom, shape our future as well as our past.





In the redesigned Rotunda, all four pages of the Constitution will be displayed in the center, with the Declaration of Independence to the left and the Bill of Rights to the right. The height and angle of the new cases will make it easier for children and visitors in wheelchairs to view these landmark documents. (Visualization by Interface Multimedia)



In one of two dozen interactive exhibits, visitors use a mobile plasma screen to “open” archival boxes and get a close-up view of the contents of great historical investigations. (Gallagher and Associates)

With echoes of the classic entry to the Rotunda, visitors to the Public Vaults are drawn into an environment that immerses them in the stacks and vaults that lie behind the Charters of Freedom. (Gallagher and Associates)

Five Preamble-themed interactive exhibit sections are linked together by the Record of America in the new Public Vaults. (Gallagher and Associates)

Daytime visitors to the new theater will see a film on the relationship of records and democracy. At night, the theater will become the capital region’s most important outlet for documentary film, as well as a forum for the great issues of American government. (Hartman-Cox Associates)

To find out more...

- Learn more about the Charters of Freedom at www.archives.gov/exhibit_hall/charters_of_freedom/charters_of_freedom.html.
- Read about the National Archives Experience at www.archives.gov/national_archives_experience/index.html?page=the_experience.
- You can help make the National Archives Experience a reality. Contact the Foundation for the National Archives at 202-208-0693 or go to www.archives.gov/national_archives_experience/index.html?page=foundation.

MEASURING SUCCESS • PERFORMA

Everyone at the National Archives and Records Administration is dedicated to ensuring that we achieve our mission while providing the best possible service to our customers.

Our agency's guidepost, Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997–2007 (Revised 2000), describes broadly the goals and strategies we are pursuing to meet our mission. We expand on those goals and strategies in our annual performance plans, which detail performance objectives and expectations each year.

This is our fifth year of more rigorous performance measurement, and we have learned many lessons to help us improve the way we measure our performance. We understand that by measuring our performance regularly we can better predict our future performance, which allows us to use our resources where they will be most efficient and beneficial to you, our customer. The following are some of our 2002 performance highlights.

Using NARA's Archives and Records Centers

Fiscal Year 2002

Location	Researchers Microfilm	Researchers Other Records	Written Requests	Public Program Attendees
Washington, DC, Area	43,493	59,328	40,441	2,134
Federal Register	—	—	2,117	364
Office of Regional Records Services				
Northeast Region (Boston)	16,020	1,730	2,428	441
Northeast Region (New York)	9,823	1,546	7,421	415
Northeast Region (Pittsfield)	7,176	—	1,275	303
Mid-Atlantic Region (Philadelphia)	11,933	474	3,399	928
Southeast Region (Atlanta)	8,378	591	3,524	393
Great Lakes Region (Chicago)	8,858	321	5,230	122
Great Lakes Region (Dayton)	—	—	—	364
Central Plains Region (Kansas City)	5,751	232	3,075	186
Southwest Region (Fort Worth)	10,605	477	4,609	354
Rocky Mountain Region (Denver)	10,323	767	577	494
Pacific Region (Laguna Niguel)	12,668	435	1,607	948
Pacific Region (San Bruno)	10,928	1,551	1,850	599
Pacific Alaska Region (Anchorage)	3,435	457	460	168
Pacific Alaska Region (Seattle)	14,392	883	1,900	1,872
National Personnel Records Center	—	—	939,318	116
Regional Records Services Total	130,290	9,464	37,355	7,703
TOTALS	173,783	67,707	976,673	10,007

NCE REPORTING AT NARA

1: *Essential Evidence*

The first goal in our plan is that essential evidence—documentation of the rights of American citizens, the actions of Federal officials, and the national experience—will be created, identified, and appropriately scheduled and managed for as long as needed. Our duty is to ensure that records are kept long enough to protect individual rights, assure Federal accountability, and document our history, and that we destroy records when they are no longer needed.

We have seen a dramatic change in the look of Federal records over the last several years: while our current processes were developed primarily for paper records, today's records are mostly created through electronic means and maintained in a variety of media. We have several projects under way to examine potential improvements in the way records—especially electronic records—are managed throughout their life and how long they should be kept.

The Electronic Records Management E-Government Initiative, for which NARA is the managing partner, is part of the Administration's management agenda aimed at making it simpler for citizens to receive high-quality service from the Federal Government, while reducing the cost of delivering those services. It is one of 24 initiatives under E-Government.

Records management is an important part of the infrastructure that will make E-Government work. This year we published a proposed rule in the *Federal Register* that addresses additional transfer methods. We also released the first of three new transfer requirements for e-record formats. These efforts will facilitate the transfer of electronic records to the National Archives for preservation and future use by government and citizens.

Since 1999, Targeted Assistance has put NARA in partnership with more than 75 Federal agencies on more than 300 projects to help them resolve records management issues before they become problems.

NARA records analysts work directly with Federal agency records officers and program managers to help guide agency recordkeeping practices throughout the life cycle of a record.

In addition to helping agencies now, we have proposed changes in the policies and processes related to the disposition of records through our Records Management Initiatives. NARA records system analyses and the *Report on Current Recordkeeping Practices within the Federal Government* laid the groundwork for us to review and revise the Government's policies for determining the disposition of records, processes that will best implement these policies, and the tools needed to support revised policies and processes. We developed a proposal for a dramatic redesign of Federal records management, which was reviewed by Federal agencies and other NARA stakeholders.

We are now testing prototype policies and processes to make the records scheduling process more effective and efficient, thereby significantly increasing the numbers and kinds of records that are appropriately scheduled and managed for as long as needed.



Kevin McLaughlin, HUD Project data transcriber, processes incoming HUD records at NARA's Pacific Region records center in Laguna Niguel, CA. (Photo by Jon Bearscove)

Conservator Richard Whittington repairs a torn document in the preservation laboratory in the National Archives at College Park. (Photo by Roscoe George)



2: Ready Access

Our second goal is to ensure that essential evidence will be easy to access regardless of where it is or where users are for as long as needed. More than ever, our customers expect to be able to access NARA records and services without having to visit a NARA facility. For that reason, we continue to set aggressive goals to make increasingly more of our services available to our customers over the Internet. About 25 percent of our services are now available online. One of those services is to give our customers the ability to find out about our holdings via the Internet.

People who want to do research in our collections can search more than 600,000 descriptions of our records through our Archival Research Catalog, which debuted to the public in September 2002. Customers visiting NARA facilities are now able to access the Internet for their research via newly installed personal computers.

We expanded our electronic services by redesigning our web site, making it easier to navigate and maintain. While the Rotunda and Exhibit Hall at the National Archives Building are closed to the public during renovations, our web site is providing an important informational function to the public and was visited nearly 20 million times this year.

After 4 years of preparation, the 1930 Federal census was opened to much press fanfare and made available to the public on microfilm at NARA research rooms around the country. We began a multi-



Archives technician Lisa Trampota and contractor Lisa Lewis work on the new computer system being implemented at the George Bush Library in College Station, TX. (Photo by Brian Blake)

year effort this year to microfilm the Records of the Bureau of Refugees, Freedmen, and Abandoned Lands (Freedmen's Bureau) from the Reconstruction era, which contain a great deal of information about the African American family experience. This year we met our target by microfilming the records of three states.

Several performance objectives under this goal focus on customer service and facilitating communication with our customers.

If you wrote to us with a request about our archival holdings, 93 percent of the time we responded to you within 10 working days.

If you made an appointment to look at records in one of our research rooms, 99.8 percent of the time your records were ready when you arrived.

And if you attended one of our education programs, workshops, or training courses, 96 percent of the time you rated these programs as "excellent" or "very good."

Each year, in these areas and others, we try to do better than we did the year before. We are committed to meeting or exceeding our customer service standards and making it as easy as possible for you to access the records and services you need and expect.

Using the Presidential Libraries

Fiscal Year 2002

Location	Researchers	Inquiries	Research Daily Visits	Public Program Participants	Outreach Program Participants	Workshop/Seminar Participants	Museum Visitors
Hoover	189	2,486	513	30,558	5,224	457	65,546
Roosevelt	662	6,589	1,428	14,153	2,101	193	103,649
Truman	306	4,199	559	9,444	306	513	73,414
Eisenhower	412	16,000	963	9,980	1,976	191	96,300
Kennedy	538	1,288	1,531	69,079	5,720	776	249,988
Johnson	358	1,779	1,921	10,766	888	633	185,877
Nixon	734	1,158	4,194	406	35	0	0
Ford	139	2,275	585	17,518	1,162	186	102,747
Carter	150	15,552	1,501	952	395	14	82,978
Reagan	283	10,512	671	38,228	0	0	205,661
Bush	151	2,351	168	9,477	555	225	176,956
Clinton	0	1,010	0	0	0	0	0
TOTAL	3,922	65,199	14,034	210,561	18,362	3,188	1,343,116

Nontextual Archival Holdings by Record Type

Fiscal Year 2002

Total Holdings (number of items)

Type	Balance 9/30/2001	Net Change	Balance 9/30/2002
Artifacts	1,668	0	1,668
Microforms			
16mm microfilm	135,440	0	135,440
35mm microfilm	132,602	840	133,442
Microfiche	91,498		91,498
Other microforms	122,517	1,317,820	1,440,337
Cartographic and Architectural Records			
Aerial Photos	15,942,543	2,094,900	18,037,443
Maps and charts	2,597,070	33,327	2,630,397
Architectural & engineering plans	2,992,520	73,350	3,065,870
Motion Pictures, Sound, and Video Records			
Motion pictures	92,425	390	92,815
Sound recordings	141,424	41,667	183,091
Video recordings	23,311	852	24,163
Still Picture and Graphic Records			
Filmstrips	759	0	759
Posters	4,669	194	5,863
Still pictures	10,534,839	112,654	10,647,493
Electronic Records*	138,445		3,819,129,726
TOTAL NONTEXTUAL ITEMS	32,951,730		3,854,349,884

*Electronic records were counted in computer data sets through 2001. NARA has now switched to reporting logical data records. A logical data record is a set of data processed as a unit by a computer system or application independently of its physical environment. Examples of logical data records are a word processing document; a spreadsheet; an email message; each row in each table of a relational database or each row in an independent logical file database.

Archival Holdings by Unit

Fiscal Year 2002

Total Holdings (cubic feet)

Unit	Balance 9/30/2001	Net Change	Balance 9/30/2002
Washington, DC, Area			
Textual Records (except Legislative)	1,792,040	65,869	1,857,909
Legislative Records	108,814	2,639	111,453
Cartographic and Architectural Records	63,718	5,097	68,815
Motion Picture, Sound, and Video Records	31,303	3,188	34,491
Still Picture and Graphic Records	17,567	186	17,753
Electronic Records*			
DC Area Totals	2,013,442	76,979	2,090,421
Affiliated Archives**	2,239	0	2,239
Regional Archives			
Northeast Region (Boston)	26,869	241	27,110
Northeast Region (New York City)	67,508	1,364	68,872
Mid Atlantic Region (Philadelphia)	56,713	680	57,393
Southeast Region (Atlanta)	79,443	4,044	83,487
Great Lakes Region (Chicago)	68,607	1,980	70,587
Central Plains Region (Kansas City)	42,106	106	42,212
Southwest Region (Fort Worth)	86,136	3,267	89,403
Rocky Mountain Region (Denver)	41,121	280	41,401
Pacific Region (Laguna Niguel)	32,188	1,360	33,548
Pacific Region (San Francisco)	50,848	679	51,527
Pacific Alaska Region (Seattle)	31,164	654	31,818
Pacific Alaska Region (Anchorage)	6,027	28	6,055
Regional Archives Totals	588,730	14,683	603,413
TOTALS	2,604,411	91,662	2,696,073

*The Center for Electronic Records measures its holdings in logical data records rather than cubic feet. See Nontextual Archival Holdings.

**Holdings reported here are those of the National Archives Affiliated Archives at the U.S. Military Academy and the U.S. Naval Academy.

3: Space and Preservation

Our third goal is that all records will be preserved in appropriate space for use as long as needed. The records of our nation have been entrusted to our care, and the work we do now will ensure the documentation of our past will be preserved and protected for our grandchildren and their grandchildren in the future.

We undertook extensive renovations of the National Archives Building and the re-encasement of America's Charters of Freedom—the Declaration of Independence, the Constitution of the United States, and the Bill of Rights. When renovations in the Rotunda are complete in 2003, all visitors will be able to view the Charters with ease and without assistance.

Some of the Presidential libraries completed face-lifts this year. We finished renovations at the Truman

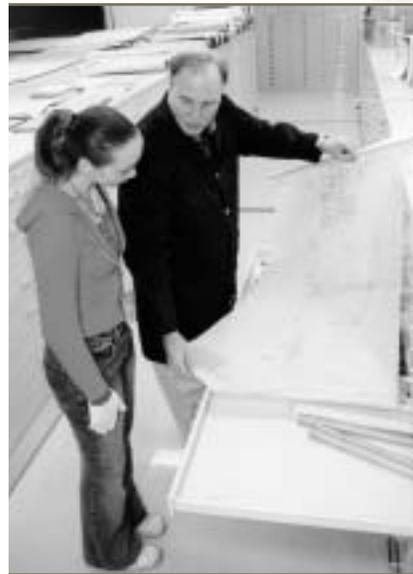
Library and completed work to renovate the Presidential gallery at the Eisenhower Library, while work at the Roosevelt, Reagan, Ford, and Kennedy libraries continued.

We established a preservation program for veterans' records housed in St. Louis, where we have added staff for the program. We completed a preservation project to duplicate 14,500 reels of microfilm containing Air Force flight records. We also have completed a preservation project to inventory, evaluate the condition of, and re-house 11,397 microfilm reels of Army and Air Force unit organizational records from 1912 to 1964. Around the country, since 1999, we have preserved more than 74,000 cubic feet of at-risk textual and nontextual records located in NARA facilities.

PERFORMANCE REPORTING AT NARA

Cartographic archives specialist Keith Kerr explains the world of ship engineering drawings to student worker Lindsey Greene at the National Archives at College Park. (Photo by Carrie Goeringer)

Also, we took important steps toward building and acquiring an Electronic Records Archives, where the records of digital government will be managed, preserved, and made available to anyone, anywhere, anytime. We established a program office for the ERA and used an Integrated Product and Process Development model for developing the initial ERA requirements, a concept of operations, an analysis of our alternatives, and an ERA Capital Asset Plan business case.



Archives technician Eric Talley (right) searches for Securities and Exchange Commission records at the Washington National Records Center in Suitland, MD. (Photo by Richard Schneider)

Holdings of Presidential Libraries

Fiscal Year 2002

	Papers (pages)	Microforms (rolls/cards)	Still Pictures (items)	Film (feet)	Videotape (hours)	Audiotape (hours)	Audiocdiscs (hours)	Museum Objects
Hoover	8,606,546	1,380	43,403	155,591	143	521	78	5,481
Roosevelt	16,803,765	687	137,337	308,676	28	1,024	1,108	24,746
Truman	15,481,236	5,835	108,214	335,955	267	463	464	27,169
Eisenhower	23,505,691	976	323,451	760,236	556	1,119	278	37,256
Kennedy	34,736,392	22,670	146,542	7,271,933	1,324	7,400	728	16,980
Johnson	36,907,431	3,469	620,107	824,877	8,258	13,587	0	37,105
Nixon	46,110,000	5,312	435,000	2,200,000	3,900	1,490	0	30,000
Ford	21,401,597	4,333	330,872	786,907	1,762	3,414	563	8,184
Carter	33,727,230	0	525,620	1,120,080	1,686	2,000	0	40,053
Reagan	53,879,750	7,000	1,629,382	774,000	19,651	13,728	866	100,855
Bush	43,052,772	0	1,506,096	273	2,413	672	28	103,181
Clinton	76,800,000	0	18,500,000	0	12,000	5,000	0	75,000
TOTAL	411,012,410	51,662	24,306,024	14,538,528	51,988	50,418	4,113	506,010

At NARA's Pacific Alaska Region in Seattle, WA, volunteer Helen Wick assists two researchers. (Photo by Jeff Benson)



4: Infrastructure

Our fourth goal is that NARA's capabilities for making the changes necessary to realize our vision will continuously expand. We continue to focus on our technical capabilities, such as improving the reliability and security of our computer network infrastructure and improving our telephone system.

Likewise, we have worked to improve employees' personal effectiveness and to ensure that each employee has the skill sets necessary to competently perform his or her work. We reached 86 percent of our target to have the performance goals of each employee tied directly to



Amy Bunk, an attorney-adviser in the Office of the Federal Register, Washington, DC, reviews material submitted by an agency for approval. (Photo by Amy Young)

Records Center and Records Management Activities

Fiscal Year 2002

	Federal Agency Reference Requests	Federal Agency Requests for Appointments to Review Records	Records Management Training
Washington National Records Center	810,158	2,677	230
Office of Regional Records Services			
Northeast Region (Boston)	421,968	1,269	121
Northeast Region (Pittsfield)	24,980	0	152
Northeast Region (New York)	0	1,074	70
Mid Atlantic Region (Philadelphia)	2,108,732	2,014	0
Southeast Region (Atlanta)	899,061	5,758	242
Great Lakes Region (Chicago)	88,534	5,584	122
Great Lakes Region (Dayton)	2,144,096	609	242
Central Plains Region (Kansas City)	728,549	683	114
Central Plains Region (Lee's Summit)	379,253	809	0
Southwest Region (Fort Worth)	572,372	3,408	36
Rocky Mountain (Denver)	794,856	1,513	203
Pacific Region (Laguna Niguel)	912,750	7,528	484
Pacific Region (San Bruno)	1,193,376	2,368	171
Pacific Alaska Region (Seattle)	207,246	5,009	241
Pacific Alaska Region (Anchorage)	0	0	0
National Personnel Records Center	844,963	103	116
Regional Records Services Total	11,320,736	37,729	2,314
TOTAL	12,130,894	40,406	2,544

NARA's strategic goals. By doing this, each employee can see exactly where he or she fits in the organization and how their work directly contributes to our goals.

We also began an effort this year to create individual development plans for all staff that tie directly to our strategic goals. We believe employees perform more effectively when they understand how their work contributes to the success of our Strategic Plan and when their plans for personal development target specific NARA strategic goals.

These are just some of the many efforts we are making in fulfilling our mission, achieving our goals, and meeting your needs. Other examples of progress can be seen throughout this annual report as well as in our complete Annual Performance Report. We welcome your comments on our performance plans and reports at vision@nara.gov.



Archivist Steve Plotkin oversees the reference room of the John F. Kennedy Library in Boston, MA. (Photo by James B. Hill)

To find out more. . .

- *Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997–2007 (Revised 2000)* can be found on our web site at www.archives.gov/about_us/strategic_planning_and_reporting/2000_strategic_plan.html.
- The Archivist's 2002 State of the Archives speech is available at www.archives.gov/about_us/archivists_speeches/speech_12-3-02.html. Links to other important NARA statements are available at www.archives.gov/welcome/index.html.
- Read our performance plans and reports at www.archives.gov/about_us/strategic_planning_and_reporting/annual_performance_reports.html. And send us your comments at vision@nara.gov.

FINANCIAL OPERATIONS

Gross funding available to the National Archives and Records Administration (NARA) in FY 2002 by appropriation under Public Law 107-67 for direct operating expenses was \$244,247,000. Of this amount, \$179,000 was rescinded. Public Law 107-38 authorized an additional \$1,600,000 for one-time emergency response funding. A net of \$245,668,000 was available in FY 2002. This amount includes \$28,971,000 for the year's payments of principal and interest on the Archives II facility located in College Park, MD.

Also available was \$7,446,000 for grants by the National Historical Publications and Records Commission (which includes \$6,436,000 from FY 2002 appropriations, \$1,010,000 from carryover funds and prior year recoveries), and \$84,429,000 for the repairs and restoration of Archives facilities and Presidential libraries (\$39,143,000 from FY 2002 appropriations, \$1,000,000 from supplemental funding, \$6,380,000 from the National Park Service for the Roosevelt Library, \$37,906,000 from carryover funds and prior year recoveries). Other funding available was \$44,000 to expand public electronic access to agency records and historical documents; \$102,000 from other budget authority earned through recycling; and \$274,000 for alterations at the Kennedy Library. The combined funding totaled \$337,963,000.

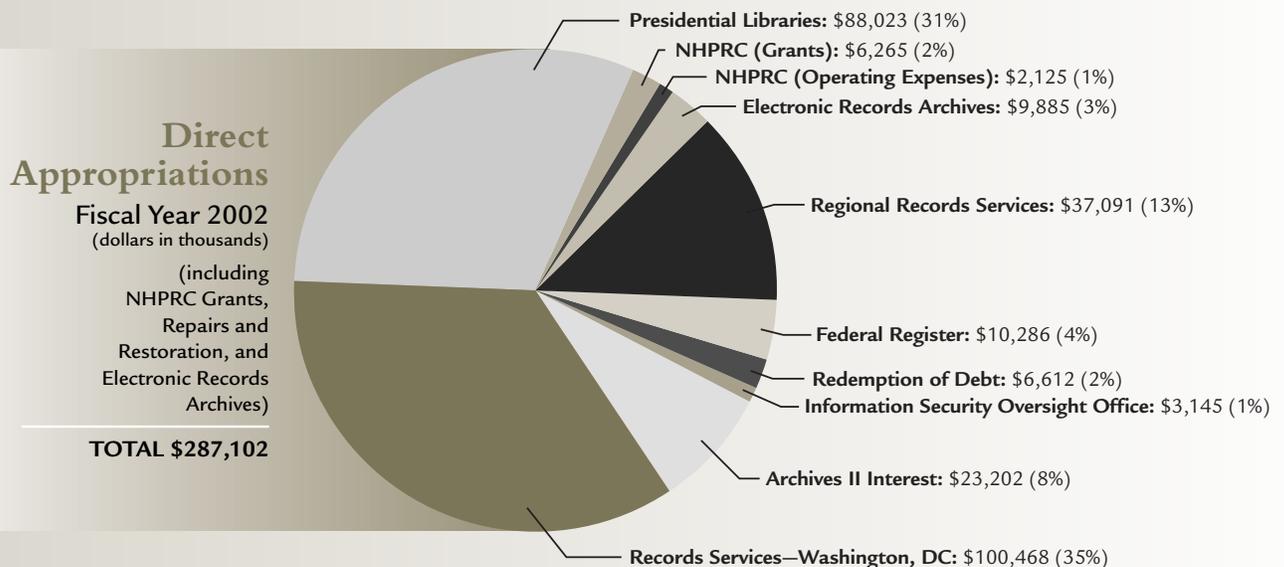
Of the funds available, \$37,091,000 was obligated by the Office of Regional Records Services for records management and archival activities, such as accessioning, preserving, describing, and making available to the general public, scholars, and Federal agencies permanently valuable historical records of the Federal Government.

The Office of Records Services—Washington, DC, provided similar, yet centralized services on permanent records with funding requirements totaling \$100,468,000. Included in this total were costs associated with establishing standards on the creation and maintenance of adequate and proper documentation of Government activities, and appraisal of records to identify those that warrant continued preservation. Also, funding provided for publication, exhibition, audiovisual, and public outreach activities.

The Information Security Oversight Office obligated \$3,145,000 for oversight of the information security program established by Executive Order 12958 and the policy oversight for the National Industrial Security Program established under Executive Order 12829.

The Office of Presidential Libraries obligated \$88,023,000 to operate the 10 existing Presidential libraries and to retain and process the Nixon and Clinton Presidential materials.

The Office of the Federal Register obligated \$10,286,000 to edit, compile, and publish, among



others, the *Federal Register*, *Code of Federal Regulations*, *U.S. Statutes at Large*, and weekly and annual compilations of Presidential documents.

Also, the National Historical Publications and Records Commission obligated \$6,265,000 in grants and \$2,125,000 to administer the grants program.

Beginning in 1994, NARA sought appropriations for the annual payments to be made under the terms of the Certificates of Participation. In accordance with OMB's guidance, the total payment must be separated into a principal and interest component. The portion that represents principal is to be treated as an appropriation for the redemption of debt. The portion that represents interest will be reported as obligations. As such, \$22,359,000 was obligated for interest payments on the Archives II facility, and \$6,612,000 was treated as redemption of debt for principal.

The following table summarizes funds available and actually obligated in FY 2002:

Fund	Availability	Obligated
Operating Expenses, Direct	\$246,088,000	\$239,500,000 ¹
Grants	7,446,000	6,265,000 ²
Repairs and Restoration	84,429,000	41,337,000 ²
Total	\$337,963,000	\$287,102,000

¹ Includes \$6,612,000 that is considered redemption of debt on the principal for the Archives II facility. Also includes \$1,508,000 in obligations for emergency expenses related to Year 2002 issues.
² Funds appropriated for grants and repairs and restoration are "no-year" funds. Some congressional appropriations have the proviso that they remain available until obligated. Thus, the balance at the end of the fiscal year is carried over and is available for obligation in succeeding fiscal years.

During FY 2002, the National Archives and Records Administration received \$3,144,000 in reimbursable income for services provided to other Federal agencies and the National Archives Trust Fund. The most significant reimbursable activity, in terms of payment received, includes photocopy services on the agency's permanently archived records for the National

Personnel on Board

All Funds as of September 30, 2002

PROGRAMS	Washington, DC, Area			Field Locations			Nationwide Total		
	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total
Records Services—Washington, DC	823	153	976	0	0	0	823	153	976
Regional Records Services	76	5	81	1,104	266	1,370	1,180	271	1,451
Presidential Libraries	155	5	160	256	64	320	411	69	480
Information Security Oversight Office	22	1	23	0	0	0	22	1	23
Federal Register	69	2	71	0	0	0	69	2	71
National Historical Publications and Records Commission	14	0	14	0	0	0	14	0	14
TOTAL	1,158	166	1,324	1,360	330	1,690	2,518	496	3,014

Direct Appropriations

(Including Grants and Repairs and Restoration)

Obligations by Object Classification and Redemption of Debt

(dollars in thousands)	2002
Full-time permanent employment compensation	\$72,457
Other than full-time permanent employment compensation	2,225
Other personnel compensation	2,096
Reemployed annuitants	74
Total personnel compensation	76,852
Personnel benefits	17,589
Benefits for former personnel	50
Travel and transportation of persons	1,290
Motor pool travel	106
Transportation of things	113
Rental payments to GSA	5,498
Utilities	6,715
Communications and miscellaneous charges	2,219
Printing and reproduction	1,990
Advisory and assistance services	6,574
Other services	70,904
Purchases from Government accounts	6,551
Operation and maintenance of facilities	27,301
Operation and maintenance of equipment	7,786
Supplies and materials	4,168
Equipment	15,229
Land and structures	32
Grants, subsidies, and contributions	6,265
Insurance claims and indemnities	56
Interest and dividends	23,202
Redemption of debt	6,612
TOTAL	\$287,102

Archives Trust Fund Board, specialized training and workshops on archiving potentially permanent Federal records, and providing reimbursable services to agencies for special projects. Also, declassification services are offered, providing records review prior to their accessioning into NARA.



Diane Thomas, office automation clerk at the Dwight D. Eisenhower Library in Abilene, KS, answers a telephone call.

Financial Subsystems

The Budget Preparation and the Appropriated Funds Financial Review, Analysis and Reporting financial subsystems were evaluated as required by the Office of Management and Budget (OMB) Circular A-127 Revised. The subsystems were in conformance with the overall objectives detailed in the circular. NARA's financial organization also provided information for inclusion in the annual Federal Managers Financial Integrity Act Report to the President and Congress showing that the subsystems are in compliance with the objectives detailed in the guidelines.

Actual Obligations: Presidential Libraries

(dollars in thousands)

	Program Costs (includes personnel)	Buildings Operations & Maintenance Costs	Major Repair & Restoration Costs	Minor* Repair & Restoration Costs	Total Costs
Hoover	\$975	\$768	\$63	\$0	\$1,806
Roosevelt	1,081	1,281	89	44	2,495
Truman	1,425	1,600	185	19	3,229
Eisenhower	1,675	1,269	899	49	3,892
Kennedy	1,786	1,932	741	42	4,501
Johnson	2,034	1,520	929	31	4,514
Nixon Presidential Materials Staff	1,914	0	0	0	1,914
Ford	1,411	1,458	115	46	3,030
Carter	1,758	1,027	131	27	2,943
Reagan	1,826	1,903	15	52	3,796
Bush	1,461	1,378	35	0	2,874
Central Office: Planning & Direction, Presidential Materials Staff, and Clinton Presidential Materials Project	5,018	0	0	0	5,018
TOTAL	\$22,364	\$14,136	\$3,202	\$310	\$40,012

** Minor Repair and Restoration obligations include \$10K for Kennedy Library from the operating expenses account.*

Financial and Electronic Commerce Programs

Credit Card Usage by NARA Employees

The usage of the VISA purchase card for small purchases by NARA employees increased in FY 2002 over the FY 2001 levels. The dollar amount spent using the purchase card increased by 13 percent, and the number of purchases made using the VISA card increased by 6 percent.

Electronic Funds Transfer (EFT) and Direct Deposit

NARA is 99.9 percent on direct deposit. As of September 30, 2002, there were five NARA employees not using EFT for salary and award payments.

Prompt Payments

NARA's interest penalty item count decreased significantly in FY 2002, as compared with FY 2001 results. However, penalty dollars paid in FY 2002 increased slightly as compared to FY 2001 totals. This increase was attributable to one late vendor payment made in August 2002. The decrease in penalty items paid can be attributed to familiarity with the new Pegasus Financial Management System and the continued cooperation and hard work of NARA administrative officers and financial employees at NARA and GSA, Kansas City.

RECORDS CENTER REVOLVING FUND

Fiscal year 2002 was another outstanding year for the Records Center Program (RCP). The year's profit amounted to \$435,872, the third consecutive profitable year. Revenue continued to increase in 2002 and reached \$111.4 million, a 4.5-percent increase over 2001 and 17.0 percent over 2000. In the past 2 years, revenue has increased by more than \$16.2 million. Both major revenue sources, storage and services, also grew during this period.

During FY 2002 the RCP received nearly 2 million cubic feet of Federal records for safeguarding. RCP also provided 14 million responses to requested records and provided high levels of disposition, refiles, interfiles, and photocopy services. In addition, RCP also completed a large consolidation project for the Bureau of Indian Affairs and commenced a project involving open Official Personnel Folders for the Internal Revenue Service.

At the National Personnel Records Center (NPRC), we neared the end of a 3-year re-engineering project at our military records center with the limited deployment of a new Case Management and Reporting System (CMRS). The system includes customized web interfaces for private and Government users, paperless moving of requests through the center and automated assignment of requests to technicians. CMRS also will provide NPRC the capacity to service the Department of Defense's electronic Official Military Personnel Files. NPRC accelerated responses to veterans' requests, reducing its backlog by 60,000 requests and, by the fourth quarter, responding to 30 percent of requests in 10 days or less. The civilian records center achieved an average of 8.1 days per correspondence case response.

As the RCP's business has expanded, the program has also made significant investments in shelving purchases, building improvements and expansion, and financial systems during the past year. For FY 2002, these investment costs exceeded \$4 million and will continue in FY 2003. Most notably, a transactional-based billing system that will provide our customers with more accurate billing data and our management with better financial information will be utilized. The RCP also expects to take delivery of new records center facilities in Dayton, OH, and Lenexa, KS, in FY 2003.

Revolving Fund

Statement of Operations

For the fiscal years ending September 30

	FY 2002	FY 2001
Revenues:		
National		
Services	\$62,871,053	\$61,488,671
Storage	46,312,435	43,865,826
Local services & other	2,197,049	1,264,398
Total revenues	\$111,380,537	\$106,618,895
Operating Expenses:		
Personnel and benefits	\$54,788,528	\$50,789,190
Travel & transportation	851,425	892,869
Rent, communications, and utilities	41,712,386	40,129,212
Consulting and other services	10,325,104	9,911,597
Supplies and materials	1,110,301	910,615
Equipment and structures	1,986,094	1,693,298
Printing and reproduction	58,867	184,633
Interest	234,360	261,710
Miscellaneous	40,217	42,284
Total operating expenses	\$111,107,282	\$104,815,407
Net Income (Loss) from operations	\$273,255	\$1,803,488
Other Income:		
Imputed finances-expenses		
paid by other agencies	\$3,789,141	\$3,110,354
Prior year income	(28,726)	58,713
Total other income	\$3,760,415	\$3,169,067
Other expenses:		
Employer's pension expense	1,090,936	845,571
Employer's health insurance expense	2,691,379	2,259,257
Employer's life insurance expense	6,825	5,526
Prior year expenses	(191,342)	0
Total other expenses	\$3,597,798	\$3,110,354
Excess of revenues over expenses	\$435,872	\$1,862,201



The new Dayton center under construction. (Photo by David Cornelisse)

RECORDS CENTER REVOLVING FUND



The first room of the new records center on Kingsridge Drive in Dayton, OH, is scheduled to be full of records by June 2003. (Photo by David Cornelisse)

Notes to Financial Statements and Explanations of Significant Accounting Policies

Public Law 106-58: In 1999, the Records Center Revolving Fund was established in accordance with Public Law 106-58. It converted NARA's records center program from an appropriated to a fee-for-service program.

Revenue: Revenue is derived from fees charged to Federal agencies for records storage and related services for all temporary and pre-archival records. Revenues are recorded on an accrual basis.

Fund Balance with Treasury: This total represents all unexpended balances for the Revolving Fund with the U.S. Treasury. Amounts in the Fund are based on the balances recorded in the National Electronic Accounting and Reporting (NEAR) system. It includes the initial capitalization of \$22,000,000 authorized by Public Law 106-58.

Accounts Receivable: Accounts receivable represent amounts due to the revolving fund for goods and services provided to other Federal entities. An allowance for receivables deemed uncollectable was not established because monies due from other Federal entities are considered fully collectible.

Prepaid Expenses: Prepaid expenses represent advance payments made by the Revolving Fund for goods and services that will be provided by other Government agencies within a year.

Revolving Fund Balance Sheet as of September 30

	FY 2002	FY 2001
ENTITY ASSETS:		
Current assets		
Funds with U.S. Treasury	11,585,579	15,868,916
Accounts receivable	17,508,484	15,708,974
Advances	0	26,423
Total current assets	29,094,063	31,604,313
Noncurrent and other assets:		
Property and equipment, net of accumulated depreciation	19,105,997	15,619,971
Deferred charges	949,885	1,424,827
Other assets	435,446	795,410
Total noncurrent and other assets	20,491,328	17,840,208
TOTAL ENTITY ASSETS	\$49,585,391	\$49,444,521
LIABILITIES AND NET POSITION		
Liabilities		
Current liabilities:		
Accounts payable-Federal	3,262,256	3,441,042
Accounts payable-non-Federal	726,086	635,946
Accrued payroll	1,256,563	1,345,904
Capital lease	460,420	430,348
Advances from customers	105,000	0
Total current liabilities	5,810,325	5,853,240
Long-term liabilities:		
Annual leave liability	2,938,345	2,740,669
Capital lease	2,633,452	3,093,871
Total long-term liabilities	5,571,797	5,834,540
Total liabilities	11,382,122	11,687,780
NET POSITION		
Cumulative results of operations	435,872	1,862,201
Donated capital	15,767,398	13,894,540
Initial fund capitalization	22,000,000	22,000,000
Total net position	38,203,270	37,756,741
TOTAL LIABILITIES AND NET POSITION	\$49,585,392	\$49,444,521

Revolving Fund Statement of Changes in Financial Condition Fiscal Year 2002

Sources of working capital:	
From operations:	
Net income (loss)	\$273,255
Items not affecting working capital:	
Depreciation	1,384,688
Amortization of unfunded leave expense	474,942
Working capital inflow (outflow) from operations	2,132,885
From other sources:	
Increase (decrease) in annual leave liability	197,676
Prior year income (loss)	162,617
Working capital inflow (outflow) from all sources	2,493,178
Uses of working capital:	
Purchases of shelving	1,735,282
Buildings	808,045
Systems	1,113,665
Systems development	228,402
Long-term capital lease	460,419
Advance payments	405,538
Other	209,163
Total working capital used for all purposes	4,960,514
INCREASE (DECREASE) IN WORKING CAPITAL	\$(2,467,336)



Lead archives technician Ronald Gibson sorts military personnel records that have just been pulled off the shelves. Other staff in the National Personnel Records Center in St. Louis will use these records to respond to researcher requests. (Photo by Army M.Sgt. Brian Kappmeyer)



At the Washington National Records Center in Suitland, MD, Archives aid Jeffrey Weiss pulls passport application requests for the Passport Division of the Department of State. (Photo by Richard Schneider)

Property and Equipment Valuation and Depreciation:

Property and equipment transferred to the Revolving Fund at start-up from other appropriations consisted of records center shelving and catwalks. The historical cost was estimated based on actual cost of shelving and catwalks at Lee's Summit records center. This cost was extrapolated using a 3-percent deflation factor to all records centers. The catwalks and shelving are being depreciated on a straight-line basis over a 20-year useful life.

Revolving Fund

Sources of Revenue

For the fiscal years ending September 30

	FY 2002	FY 2001
Department of Defense	\$34,312,712	\$33,804,727
Internal Revenue Service	26,238,292	27,854,204
Department of Veterans Affairs	8,644,781	7,767,768
U.S. Courts	6,046,484	5,553,741
Office of Personnel Management	3,280,333	2,712,061
Other	32,857,798	28,926,394
Total Sources of Revenue	\$111,380,400	\$106,618,895

Shelving purchased and installed during FY 2002 was recorded at cost and depreciated on the same basis as the shelving and catwalks transferred into the fund. The depreciation expense recorded on shelving and catwalks during the fiscal year ending September 30, 2002, was \$1,218,010.

Other property and equipment is capitalized at cost if the initial acquisition cost is \$25,000 or more and depreciated on a straight-line basis between 5 and 7 years useful life. Depreciation expense recorded on this property during the fiscal year ending September 30, 2002, was \$166,651.

Deferred Charges: Deferred charges represent annual leave costs earned by Revolving Fund employees and transferred to the Fund at start-up. The cost of \$2,374,711 was capitalized and is being amortized over 5 years.

Other Assets: Other assets include employee advances, claims against employees, and work in process for systems development and shelving.

Accounts Payable: As of September 30, payables consisted of the following:

	FY 2002
General	\$3,981,466
Disbursements in Transit	6,876
Totals	\$3,988,342

Annual Leave Liability: Annual leave liability represents the cumulative amount payable to Revolving Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is used.

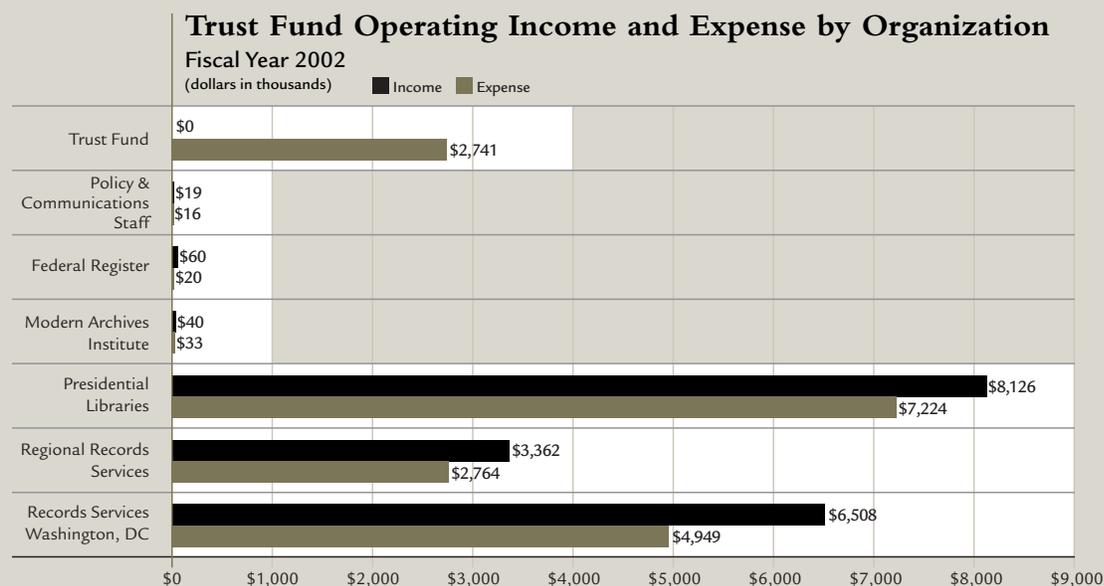
Capital Lease: Capital leases represent the liability for shelving leased through GSA at the Dayton and Philadelphia records centers. The monthly payments are included in the rental payments to GSA. The current liability for capital leases represents the principal payments payable within a year. The long-term portion represents the principal payments payable over a period of more than 12 months.

THE NATIONAL ARCHIVES TRUST FUND AND GIFT FUND

Congress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property and to receive monies from the sale of reproductions of historic documents and publications approved by the Board and in the interest of the National Archives and Records Administration and the individual Presidential libraries. The members of the Board are the Archivist of the United States, who serves as Chairman; the Secretary of the Treasury; and the Chairman of the National Endowment for the Humanities.

The Gift Fund is administered by the National Archives Trust Fund Board and accepts, receives, holds, and administers, in accordance with the terms of the donor, gifts or bequests of money, securities, or other personal property for the benefit of NARA activities.

A staff member returns a cartload of records to the stacks at the National Archives at College Park. (Photo by Kenneth Hawkins)



Census researchers at the Central Plains Region in Kansas City, MO, search through the newly opened microfilm rolls of the 1930 census.
(Photo by Sean Murphy)



Trust Fund

Statements of Operations

For the fiscal years ending September 30

	2002			2001		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
Revenues:						
Reproduction service						
Non-Federal	\$417,912	\$6,404,299	\$6,822,211	\$442,672	\$6,325,518	\$6,768,190
Federal	-	-	-	272	-	272
Microform publications						
Non-Federal	-	2,896,591	2,896,591	-	1,699,188	1,699,188
Federal	-	-	-	-	-	-
Over-the-counter sales						
Non-Federal	2,556,057	138,985	2,695,042	1,995,374	696,722	2,692,096
Federal	-	-	-	-	8,459	8,459
Publications						
Non-Federal	-	31,512	31,512	-	47,798	47,798
Federal	-	-	-	-	-	-
Admissions						
Non-Federal	4,627,134	-	4,627,134	3,072,600	-	3,072,600
Federal	-	-	-	-	-	-
Other income						
Non-Federal	524,799	517,779	1,042,578	672,742	70,391	743,133
Federal	-	-	-	-	31,888	31,888
Total revenues	8,125,902	9,989,166	18,115,068	6,183,660	8,879,964	15,063,624
Expenses:						
Operating expenses						
Non-Federal	7,143,915	6,482,004	13,625,919	6,295,953	6,225,891	12,521,844
Federal	79,755	4,041,370	4,121,125	74,509	4,213,954	4,288,463
Total operating expenses	7,223,670	10,523,374	17,747,044	6,370,462	10,439,845	16,810,307
Income (Loss) from operations	902,232	(534,208)	368,024	(186,802)	(1,559,881)	(1,746,683)
Other income:						
Imputed financing—expenses paid by other agencies	218,543	97,106	315,649	186,939	117,912	304,851
Investment income—Federal	148,713	115,722	264,435	317,359	302,382	619,741
Other—Non-Federal	182,129	10,328	192,457	66,892	22,884	89,776
Total other income	549,385	223,156	772,541	571,190	443,178	1,014,368
Other expenses:						
Employer's pension expense	25,401	51,114	76,515	23,195	59,598	82,793
Employer's ORB expense	193,142	45,992	239,134	163,744	58,314	222,058
Prior year expense	-	74,325	74,325	(943)	3,360	2,417
Total other expenses	218,543	171,431	389,974	185,996	121,272	307,268
Excess (Shortage) of revenues over expenses	1,233,074	(482,483)	750,591	198,392	(1,237,975)	(1,039,583)
Net position, beginning of year	7,649,539	7,728,554	15,378,093	7,451,147	8,966,529	16,417,676
NET POSITION, END OF YEAR	\$8,882,613	\$7,246,071	\$16,128,684	\$7,649,539	\$7,728,554	\$15,378,093

The accompanying notes are an integral part of this statement.

TRUST FUND

Archives technician Jay Bellamy retrieves a cart for a researcher in the records holding area behind the main research room at the National Archives at College Park. (Photo by Roscoe George)



Trust Fund

Balance Sheets

As of September 30

	2002			2001		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
Entity Assets						
Current assets:						
Cash in U.S. Treasury	\$267,217	\$372,872	\$640,089	\$196,237	\$173,772	\$370,009
Cash in transit	343,526	29,124	372,650	36,287	13,922	50,209
Imprest funds	26,870	6,595	33,465	30,870	6,545	37,415
Interest receivable—non-Federal	-	9,864	9,864	191	58,699	58,890
Investments—Federal	7,375,638	4,854,740	12,230,378	6,923,043	5,588,305	12,511,348
Accounts receivable, net of allowance for uncollectible accounts of \$0 and \$54,138, respectively for fiscal year 2002 and \$0 and \$55,369, respectively for fiscal year 2001						
Non-Federal	6,905	787,175	794,080	2,026	281,362	283,388
Federal	375,000	-	375,000	-	10,840	10,840
Inventories, net of reserve for obsolescence of \$209,557 and \$295,124, respectively, for fiscal year 2002 and \$209,557 and \$480,674, respectively, for fiscal year 2001	785,565	128,976	914,541	776,375	203,726	980,101
Prepaid expenses—Federal	-	51,757	51,757	-	39,757	39,757
Total current assets	9,180,721	6,241,103	15,421,824	7,965,029	6,376,928	14,341,957
Non-current assets:						
Property and equipment, at cost less accumulated depreciation of \$1,092,701 and \$2,797,548, respectively, for fiscal year 2002 and \$1,052,774 and \$2,372,251, respectively, for fiscal year 2001	47,707	2,477,021	2,524,728	87,633	3,012,963	3,100,596
Total entity assets	\$9,228,428	\$8,718,124	\$17,946,552	\$8,052,662	\$9,389,891	\$17,442,553
Liabilities						
Current liabilities:						
Accounts payable						
Non-Federal	\$83,819	\$684,317	\$768,136	\$193,078	\$719,721	\$912,799
Federal	4,967	-	4,967	217	5,459	5,676
Accrued payroll—non-Federal	90,347	28,535	118,882	65,345	22,909	88,254
Sales tax payable—non-Federal	2,292	-	2,292	4,928	-	4,928
Deferred revenue						
Non-Federal	-	570,461	570,461	4,511	698,718	703,229
Federal	-	76,488	76,488	-	76,588	76,588
Total current liabilities	181,425	1,359,801	1,541,226	268,079	1,523,395	1,791,474
Long-term liabilities:						
Annual leave liability—Non-Federal	164,390	112,252	276,642	135,044	137,942	272,986
Total long-term liabilities	164,390	112,252	276,642	135,044	137,942	272,986
Total liabilities	345,815	1,472,053	1,817,868	403,123	1,661,337	2,064,460
Net Position						
Cumulative results of operations	8,882,613	7,246,071	16,128,684	7,649,539	7,728,554	15,378,093
TOTAL LIABILITIES AND NET POSITION	\$9,228,428	\$8,718,124	\$17,946,552	\$8,052,662	\$9,389,891	\$17,442,553

The accompanying notes are an integral part of this statement.

Trust Fund

Schedules of Changes in Working Capital Effect on Working Capital

	2002	2001
Current assets:		
Cash in U.S. Treasury	\$270,080	\$(127,108)
Cash in transit	322,441	212,414
Imprest funds	(3,950)	5,525
Interest receivable	(49,026)	-
Investments	(280,970)	(234,049)
Accounts receivable	874,852	(142,240)
Inventories	(65,560)	(128,108)
Prepaid expenses	12,000	(12,366)
Current liabilities:		
Accounts payable	145,372	(282,231)
Accrued payroll	(30,628)	173,822
Sales tax payable	2,636	(3,591)
Deferred revenue	132,868	(172,665)
Increase (Decrease) in working capital	\$1,330,115	\$(710,597)

The accompanying notes are an integral part of this statement.

Trust Fund

Statements of Changes in Financial Condition as of September 30

	2002	2001
Sources of working capital:		
From operations:		
Net income (loss)	\$750,591	\$(1,039,583)
Items not affecting working capital:		
Depreciation	900,503	868,146
Working capital (outflow) inflow from operations	1,651,094	(171,437)
From other sources:		
Increase (decrease) in annual leave liability	3,656	(8,293)
Working capital inflow (outflow) from other sources	3,656	(8,293)
Working capital inflow from all sources	1,654,750	(179,730)
Uses of working capital:		
Purchase of operational assets	324,635	530,867
Total working capital used for all purposes	324,635	530,867
Increase/(Decrease) in working capital	\$1,330,115	\$(710,597)

The accompanying notes are an integral part of this statement.



Notes to Financial Statements and Explanations of Significant Accounting Policies

Revenue: Revenue is derived from the sale of publications, reproductions of records, self-service electrostatic copies, museum shop items, Presidential library museum admissions, and investment income. Revenues are recorded on an accrual basis.

Investment Valuation: U.S. Government securities held by the Trust Fund are stated at cost adjusted for accretion of discount.

Inventory Valuation: Inventories that consist of merchandise held for sale are valued at cost, determined using an average cost method. Physical inventory counts, taken at all locations, are performed at the end of each fiscal year, and appropriate adjustments are made. Inventories of supplies are expensed at the time of receipt.

Property and Equipment Valuation and Depreciation: Fixed assets are shown at original acquisition cost less accumulated depreciation. The capitalized cost of these assets is allocated over the estimated useful life by the straight-line method. Currently, all administrative and operating equipment is estimated to have a useful life of 5 years.

Annual Leave Liability: Annual leave liability represents the cumulative amount payable to Trust Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is used.

Deferred Revenue: The current liability for deferred revenue represents advance payments for products and services that are to be furnished within a year. The long-term liability for deferred revenue represents collections for services to be provided over a period of more than 12 months.

Accounts Payable: As of September 30, payables consisted of the following:

	2002	2001
General	\$749,915	\$554,595
Estimated Year-End Accruals	23,188	311,065
Disbursements in Transit	-	52,815
Totals	\$773,103	\$918,475

Archivist Barbara Burger looks over Army lithographs in the Still Pictures holdings in the National Archives at College Park. (Photo by Roscoe George)

GIFT FUND



Preservation photographer Jerry Thompson measures a map in preparation for photographing it in the lab at the National Archives at College Park.
(Photo by Roscoe George)

Staff at the National Archives at College Park transport records between the research rooms and stacks.
(Photo by Kenneth Hawkins)

Gift Fund Balance Sheets As of September 30

	2002	2001
Entity Assets		
Current assets:		
Cash in U.S. Treasury	\$83,437	\$86,630
Cash in transit	1,623	(5,943)
Accounts receivable—Federal	4,967	-
Interest receivable—non-Federal	21,346	21,346
Investments		
Non-Federal	4,718,419	4,710,368
Federal	7,908,935	3,611,860
Total entity assets	\$12,738,727	\$8,424,261
Liabilities		
Current liabilities:		
Accounts payable—non-Federal		
Non-Federal	73,505	258,450
Federal	375,000	-
Total liabilities	448,505	258,450
Net Position		
Cumulative results of operations	12,290,222	8,165,811
TOTAL LIABILITIES AND NET POSITION	\$12,738,727	\$8,424,261

The accompanying notes are an integral part of this statement.

Gift Fund

Statements of Changes in Financial Condition For the fiscal years ending September 30

	2002	2001
Sources of funds:		
Excess/(shortage) of revenue over expenses:		
Funds provided by operations	\$(1,309,884)	\$(3,941,398)
Grants and donations	5,434,295	2,248,322
Excess/(shortage) of revenue over expenses	4,124,411	(1,693,076)
Application of funds:		
Working capital	\$4,124,411	\$(1,693,076)

Gift Fund

Schedules of Changes in Working Capital Effect on Working Capital

	2002	2001
Current assets:		
Cash in U.S. Treasury	\$(3,193)	\$(45,876)
Cash in transit	7,566	(84,124)
Accounts receivable	4,967	-
Interest receivable	-	(6,274)
Investments	4,305,126	(1,342,891)
Current liabilities:		
Accounts payable	(190,055)	(213,911)
INCREASE/(DECREASE) IN WORKING CAPITAL	\$4,124,411	\$(1,693,076)



At the National Archives at College Park, microfilm equipment technician Joy Campbell prepares material for filming a National Archives microfilm publication. (Photo by Roscoe George)



NPRC data transcriber Jamie Forest checks the quality of the image of the new request that she has just scanned into the NPRC Case Management and Reporting System (CMRS). (Photo by Norman Eisenberg)



Mark Beveridge, museum registrar, catalogs a large collection of World War II posters donated to the Harry S. Truman Library in Independence, MO. (Photo by Ed Autry)

Gift Fund

Statements of Operations

For the fiscal years ending September 30

	2002			2001	
	Presidential Libraries	Other Unrestricted	Other Restricted	Total	Total
Revenues:					
Grants and donations—non-Federal	\$4,253,138	\$35,097	\$1,146,060	\$5,434,295	\$2,248,322
Investment income					
Non-Federal	206,466	790	509	207,765	315,484
Federal	57,234	7,387	26,775	91,396	269,587
Total revenues	4,516,838	43,274	1,173,344	5,733,456	2,833,393
Expenses:					
Travel and transportation—non-Federal	85,618	53	30,707	116,378	55,003
Supplies and materials					
Non-Federal	87,477	21,810	6,492	115,779	362,755
Federal	-	-	-	-	-
Printing and reproduction					
Non-Federal	31,877	11,878	19,419	63,174	22,176
Federal	-	-	-	-	-
Payments to commercial contractors—non-Federal	118,627	46,221	881,882	1,046,730	808,964
Payments to other agencies or funds					
Non-Federal	35,375	-	32,232	67,607	2,768,110
Federal	186,850	-	-	186,850	497,491
ASB Capital Management fee—non-Federal	12,707	95	61	12,863	11,970
Total expenses	558,531	80,057	970,793	1,609,381	4,526,469
Adjustments to prior year operations	-	-	(336)	(336)	-
Excess/(Shortage) of revenues over expenses	3,958,307	(36,783)	202,887	4,124,411	(1,693,076)
NET POSITION, BEGINNING OF YEAR	6,290,701	416,930	1,458,180	8,165,811	9,858,887
NET POSITION, END OF YEAR	\$10,249,008	\$380,147	\$1,661,067	\$12,290,222	\$8,165,811

GIFT FUND



Carmel Wilkes, archives technician, delivers records to the Central Research Room in the National Archives Building in Washington, DC. (Photo by Earl McDonald)

Gift Fund Donations

Fiscal Year 2002

Office	Donor	Amount	Total
PRESIDENTIAL LIBRARIES:			
Hoover Library	Paul V. Farver Estate	\$5,000	
	Miscellaneous	1,423	\$6,423
Roosevelt Library	Franklin and Eleanor Roosevelt Institute*	3,053,228	
	Franklin and Eleanor Roosevelt Institute (non-cash)*	7,124	3,060,352
Truman Library	Harry S. Truman Institute*	18,370	
	Miscellaneous	5,023	
	Center for Jewish History	1,055	
	White House Historical Society	2,500	26,948
Eisenhower Library	Miscellaneous	5,456	
	Miscellaneous (non cash)	75	5,531
Kennedy Library	Ucross Foundation Clearmont	500	
	New York Times	2,000	
	Boston Globe	2,000	
	John F. Kennedy Foundation*	687,492	
	Miscellaneous	10	692,002
Johnson Library	LBJ Foundation*	135,353	
	Miscellaneous	5,008	140,361
Ford Library	Gerald R. Ford Foundation*		252,797
Carter Library	Miscellaneous		13,648
Bush Library	Bush Foundation*	44,824	
	Miscellaneous	125	44,949
Reagan Library	Reagan Presidential Foundation*	6,248	
	Miscellaneous	3,879	10,127
Total Presidential Libraries			\$4,253,138

Ground was broken on May 17, 2002, for an addition to the Gerald R. Ford Museum in Grand Rapids, MI.

**Amount shown represents multiple gifts from this donor. Miscellaneous gifts include donations of less than \$1,000.*





Octavio Lopez-Meza, optical instrument repairer, works on a silver recovery system in the photographic laboratory at the National Archives at College Park. (Photo by Roscoe George)

Gift Fund Donations, continued

Fiscal Year 2002

Office	Donor	Amount	Total
GENERAL, CULTURAL & ARCHIVAL:			
	AT&T, through the Foundation for the National Archives	\$ 125,000	
	Jeanette Rudy, through the Foundation for the National Archives	100,249	
	National Endowment for the Arts, through the Foundation for the National Archives	435,000	
	Proctor and Gamble, through the Foundation for the National Archives	20,000	
	William and Buffy Cafritz, through the Foundation for the National Archives	10,000	
	New York Public Library, through the Foundation for the National Archives	50,000	
	Los Angeles Public Library, through the Foundation for the National Archives	50,000	
	United Technologies, through the Foundation for the National Archives	50,000	
	Ohio Historical Society, through the Foundation for the National Archives	100,000	
	Carter Center, Inc., through the Foundation for the National Archives	50,000	
	Chicago Academy of Sciences, through the Foundation for the National Archives	150,000	
	Miscellaneous	6,551	
TOTAL GENERAL, CULTURAL & ARCHIVAL			\$ 1,146,800
OFFICE OF REGIONAL RECORDS SERVICES:			
Northeast - Boston	Miscellaneous		2,362
Northeast - Pittsfield	Miscellaneous		418
Northeast - New York	Paul Tyron	1,000	
	Caroline Ruda	1,000	
	Miscellaneous	888	2,888
Mid Atlantic - Philadelphia	Miscellaneous		4,148
Southeast - Atlanta	Miscellaneous	2,236	
	Friends of the National Archives (non-cash)	2,676	4,912
Great Lakes - Chicago	Miscellaneous		1,108
Central Plains - Kansas	Miscellaneous		939
NPRC-Military	Miscellaneous	15	
	Miscellaneous (non-cash)	846	861
Southwest - Fort Worth	Miscellaneous		238
Rocky Mountain - Denver	Miscellaneous		4,218
Pacific - San Bruno	Miscellaneous		2,150
Pacific - Laguna Niguel	Miscellaneous		5,151
Pacific Alaska - Seattle	Miscellaneous		4,717
Pacific Alaska - Anchorage	Miscellaneous		247
TOTAL OFFICE OF REGIONAL RECORDS SERVICES			\$ 34,357
TOTAL DONATIONS			\$5,434,295

Miscellaneous gifts include donations of less than \$1,000.

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At the Lyndon Baines Johnson Library in Austin, TX, archivist Bob Tissing listens to tape recordings made by President Johnson in the White House. (Photo by Charles Bogel)



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The Foundation for the National Archives thanks the many people nationwide who are expressing their patriotism and their belief in American democracy and ideals. Your support through membership in the Foundation comes at a critical time in our nation's history and a momentous time for the National Archives. Next September the Charters of Freedom—our country's Declaration of Independence, all four pages of the Constitution, and the Bill of Rights—will be reinstalled in the Rotunda of the historic National Archives Building. With your support, the opening on September 17, 2003, will mark the beginning of a new National Archives Experience—an opportunity to share the message that the Archives is the keeper and protector of the foundations of our nation's democracy.



...making a difference

The National Archives Experience

Our continuing thanks to members whose generosity during the renovation made the restoration of the historic Faulkner murals and the re-encasement of the Charters of Freedom in the Rotunda possible. We also want to acknowledge our appreciation to members who made pledges to the educational programs and the capital campaign for the National Archives Experience.

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On July 4, Archivist John Carlin talks with Patrice Lyons and Robert E. Kahn at a reception sponsored by the Foundation for the National Archives at Union Station in Washington, DC. (Photo by Earl McDonald)

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Marvin Pinkert (far left), NARA's Director of Museum Programs, and Michael Keller (far right) discuss the Lee Resolution for independence. The Lee Resolution and other documents were on display at the Newberry Library in Chicago during a reception on September 30, 2002, supported by the Foundation for the National Archives. (Photo by Igor Litvak)

THE FOUNDATION FOR THE NATIONAL ARCHIVES

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The Charles Guggenheim Center for Documentary Films

With the passing in October 2002 of Charles Guggenheim, President Emeritus of the Foundation for the National Archives, the Guggenheim family inaugurated a special fund for the Charles Guggenheim Center for Documentary Film. The proceeds of this fund will be used to help make our new theater Washington, DC's premier venue for documentary films. The Foundation would like to thank the following on behalf of the Guggenheim family for their generous support:

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Annual Membership Program

We gratefully acknowledge the generosity of those nationwide who made annual gifts before December 1, 2002.* These gifts will be used for many important projects ranging from building the membership program to supporting the educational outreach and programmatic goals of the National Archives Experience.



Historian David McCullough and Archivist John Carlin chat before a dinner at the Newberry Library in Chicago, arranged with the assistance of the Foundation for the National Archives. (Photo by Igor Litvak)

* Gifts received after December 1, 2002, will be recognized in the 2003 Annual Report.

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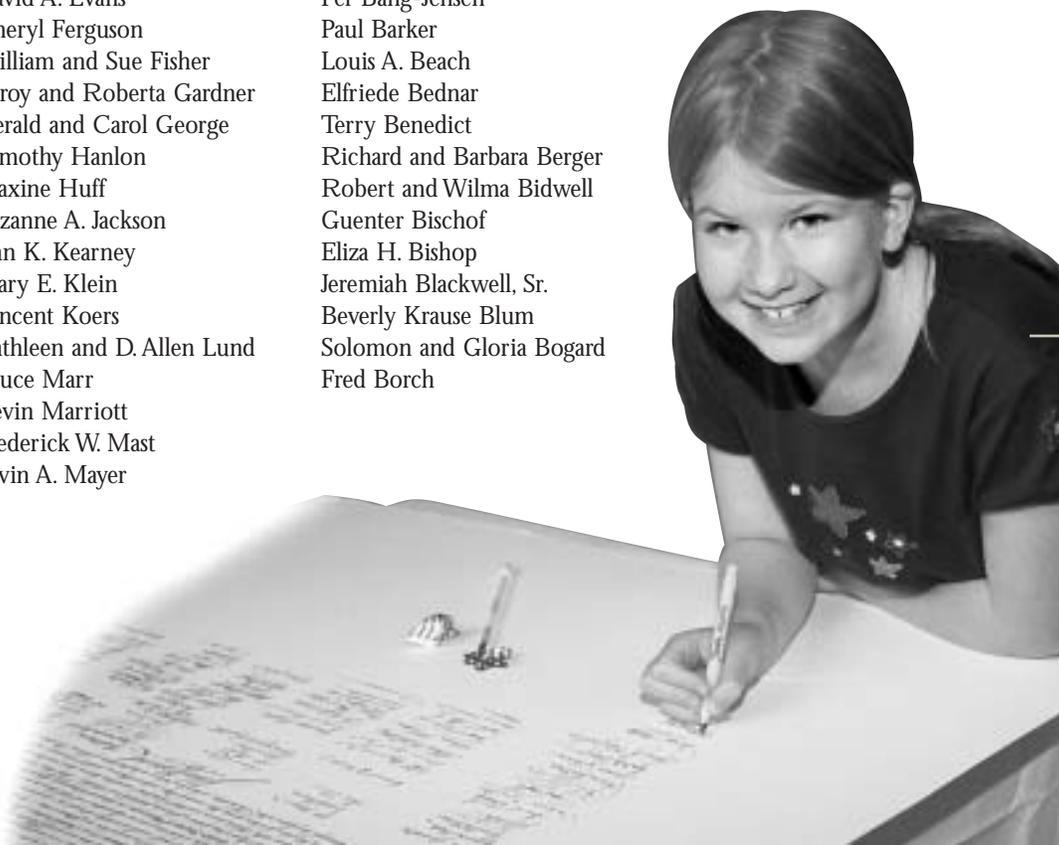
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*A young visitor "joins the signers" by
adding her name to a facsimile
Declaration of Independence at the
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(Photo by Earl McDonald)*



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In FY 2002, restoration work began on the two murals in the National Archives Rotunda that depict the presentations of the Declaration of Independence (detail shown above) and the Constitution. This project was made possible by generous contributions to the Foundation for the National Archives.

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